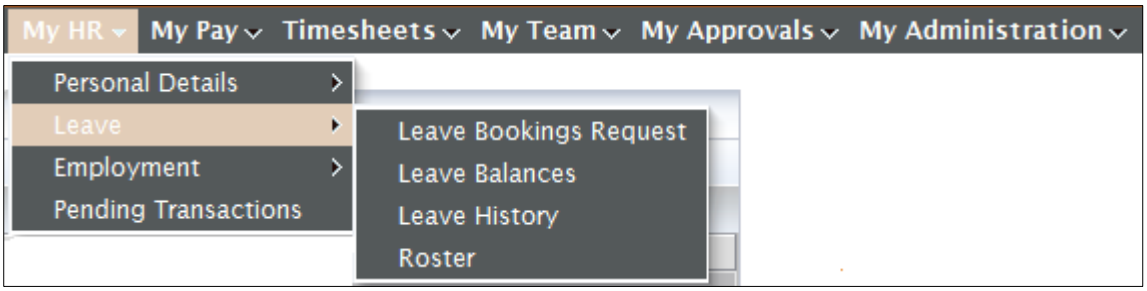
CHARLES DARWIN UNIVERSITY

StaffOnline User Guide
Leave Bookings Request

Leave Overview

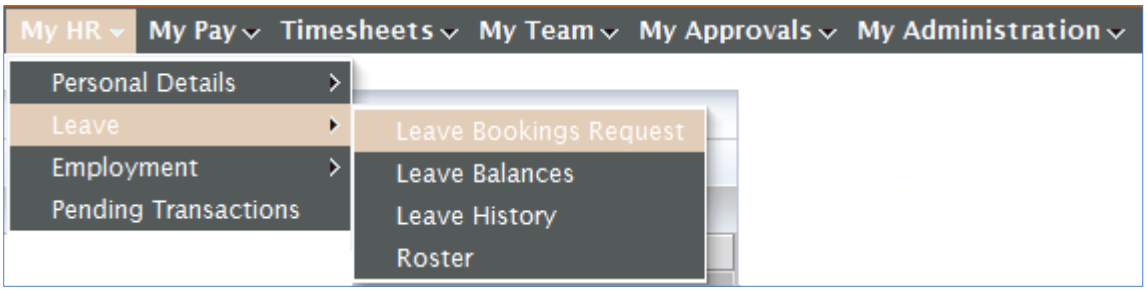


- Leave menu provides you with the following options:
  - Leave Bookings request
    - Allows you to Book Leave.
  - Leave Balances
    - Allows you to view your leave balances.
    - Also allows for forecasting of future leave balances.
  - Leave History
    - Displays leave that has been taken between two dates.
  - Roster
    - Displays your roster. For part time staff only if the roster has been provided to salaries.

To access the Leave menu
- Login to StaffOnline
- Under the My HR
- Select Leave

Leave Bookings Request

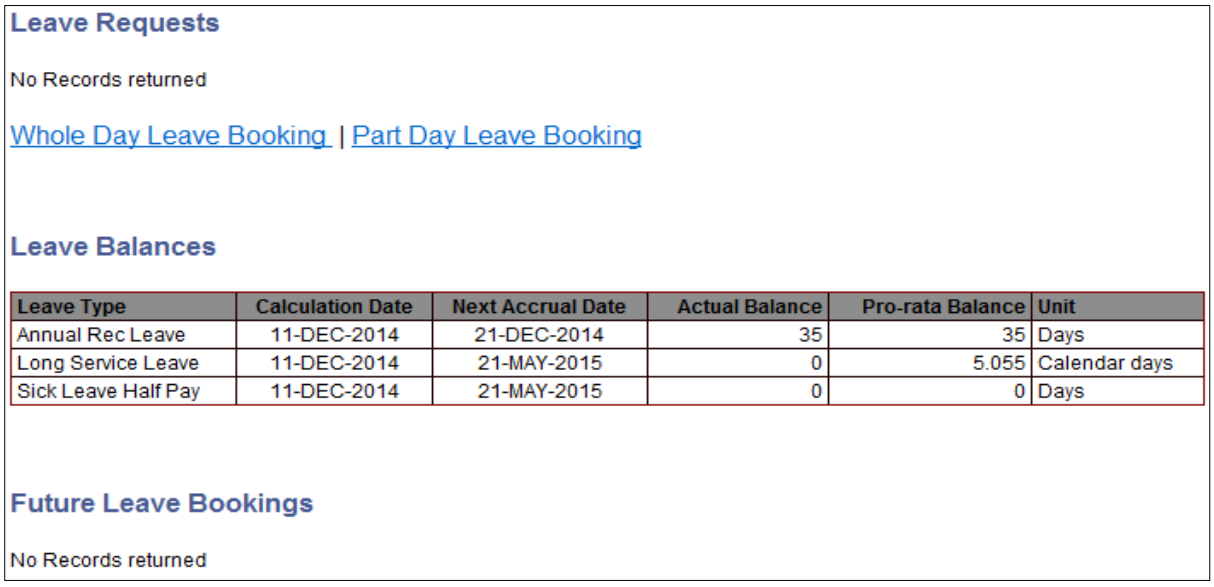
- Leave requests are automatically escalated to your supervisor for approval. This escalation uses the position hierarchy within the HR System. You will receive an email from Staffonline when your leave transaction has been actioned by your supervisor.



- Select Whole Day Leave Booking or Part Day Leave Booking.
  - Whole Day Leave Requests are booked in Days.
  - Part Day Leave Requests are booked in Hours and must be booked in decimal time – HR takes no responsibility for errors made by users booking incorrect times.
  - If booking is one and a half days booking needs to be made for a whole day

(1) and part day (0.5).

- If you have made an error in your leave booking you can delete this from Pending Transactions before it is approved. Once approved 'Amendment to Leave' paper form must be completed and sent to HR.



Leave Requests

No Records returned

Whole Day Leave Booking | Part Day Leave Booking

Leave Balances

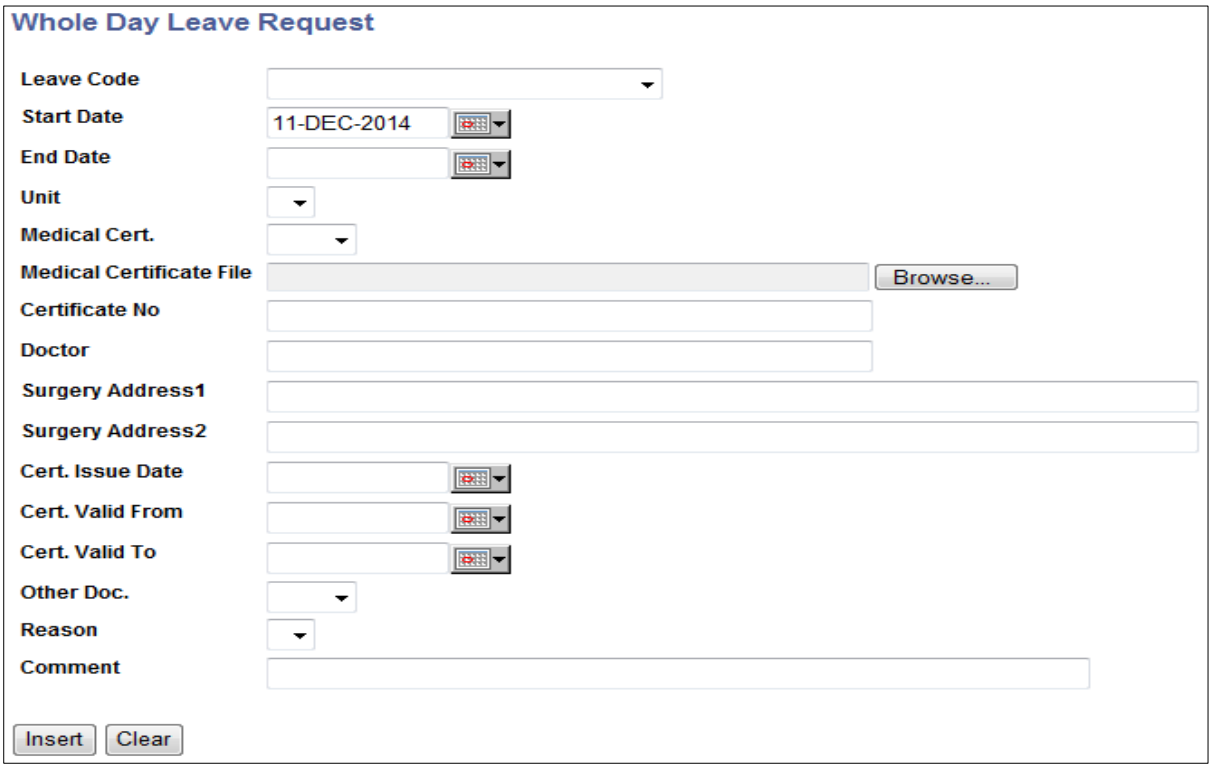
Leave Type	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Unit
Annual Rec Leave	11-DEC-2014	21-DEC-2014	35	35	Days
Long Service Leave	11-DEC-2014	21-MAY-2015	0	5.055	Calendar days
Sick Leave Half Pay	11-DEC-2014	21-MAY-2015	0	0	Days

Future Leave Bookings

No Records returned

Whole Day Leave Booking Request

Enter all relevant details into the screen as shown below.



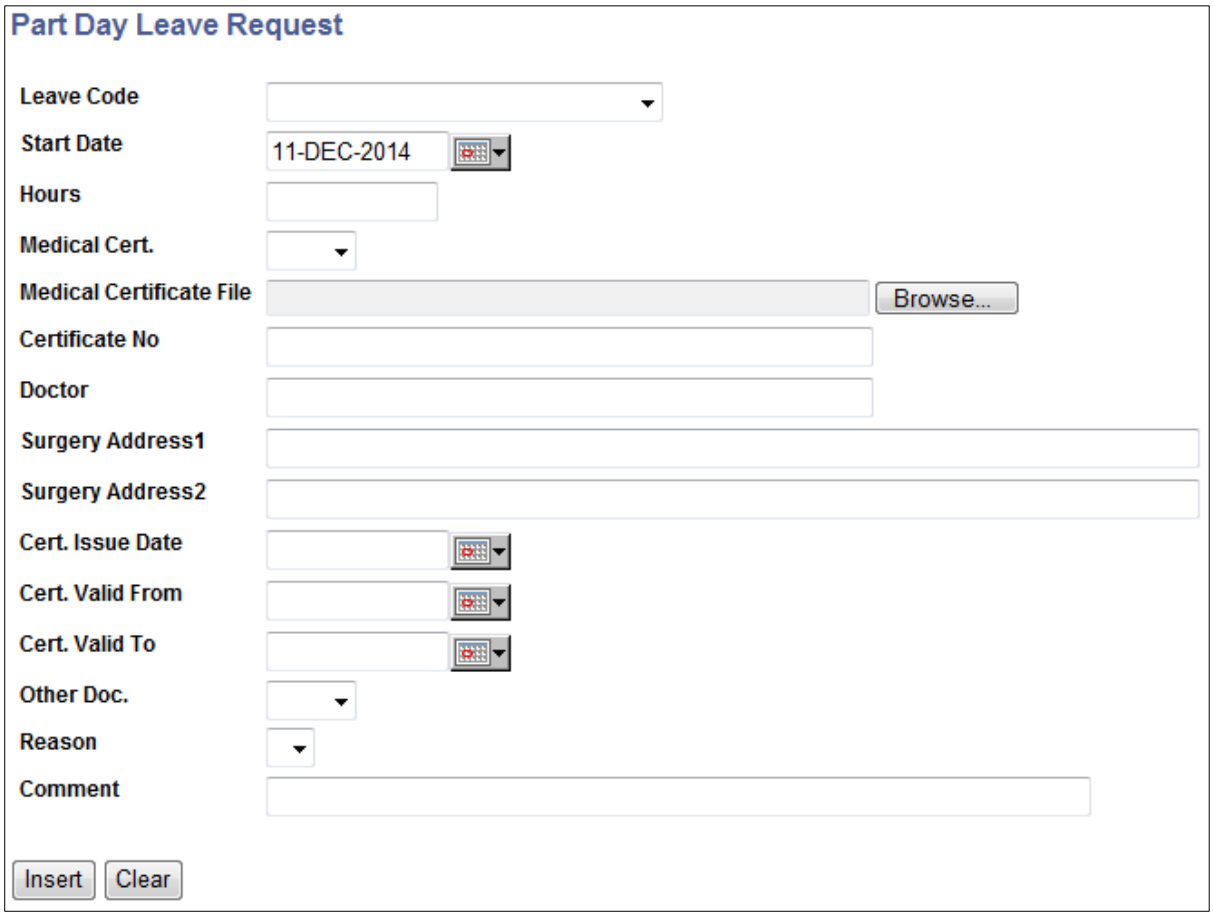
Whole Day Leave Request

Leave Code
Start Date 11-DEC-2014
End Date
Unit
Medical Cert.
Medical Certificate File Browse...
Certificate No
Doctor
Surgery Address1
Surgery Address2
Cert. Issue Date
Cert. Valid From
Cert. Valid To
Other Doc.
Reason
Comment

Insert Clear

Part Day Leave Booking Request

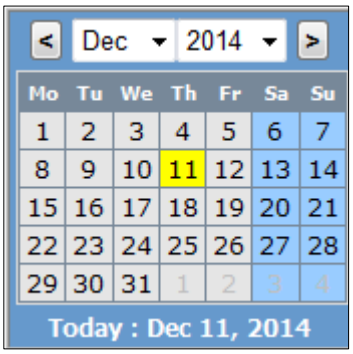
Enter all relevant details into the screen as shown below.



Leave Code: Click on the drop-down arrow to display leave types and select the leave code required.

Start Date / End Date: The system will default the start date to today's date. Click on the date calendar icon to select dates.

The **Start Date** refers to the first whole or part day of your leave period. **The End Date** is the last whole day of your leave. Both Start and End dates need to entered, even if the leave is for one day.



Unit:

When booking a **Whole Day Leave Request** you must select **Days**.

When booking a **Part Day Leave Request** you must enter hours in decimals.

Sick Leave Bookings ONLY

Medical Cert.:

If you have a medical certificate to cover the period of absence select the **Yes** option from the drop-down.

If you do not have a Medical Certificate to cover the period of absence select the **No** option from the drop-down.

Please note this is a mandatory field for Sick Leave requests.

If you have a Medical Certificate you must fill in all applicable details of that certificate in the following fields:

Start Date / End Date:

The system will default the start date to today's date. Click on the date calendar icon to select dates.

Medical Certificate File:

***You are able to attach your scanned medical certificate here.

If submitting a hard copy you must write your **Name** and **Employee ID** on the top of the certificate and hand it in to the person who approves your leave requests. Supervisors/managers are not permitted to approve Sick Leave Bookings where a Medical Certificate is claimed until they have received the Medical Certificate.

Certificate No.:

Insert Certificate No. If there is none then enter '1'

Doctor:

Name of Doctor.

Surgery Address:

Street address of the surgery.

Cert. Issue Date

Click on the **date icon calendar** to select the date the certificate was issued.

Cert. Valid From: Using the **date icon calendar** select the date the certificate is valid from.

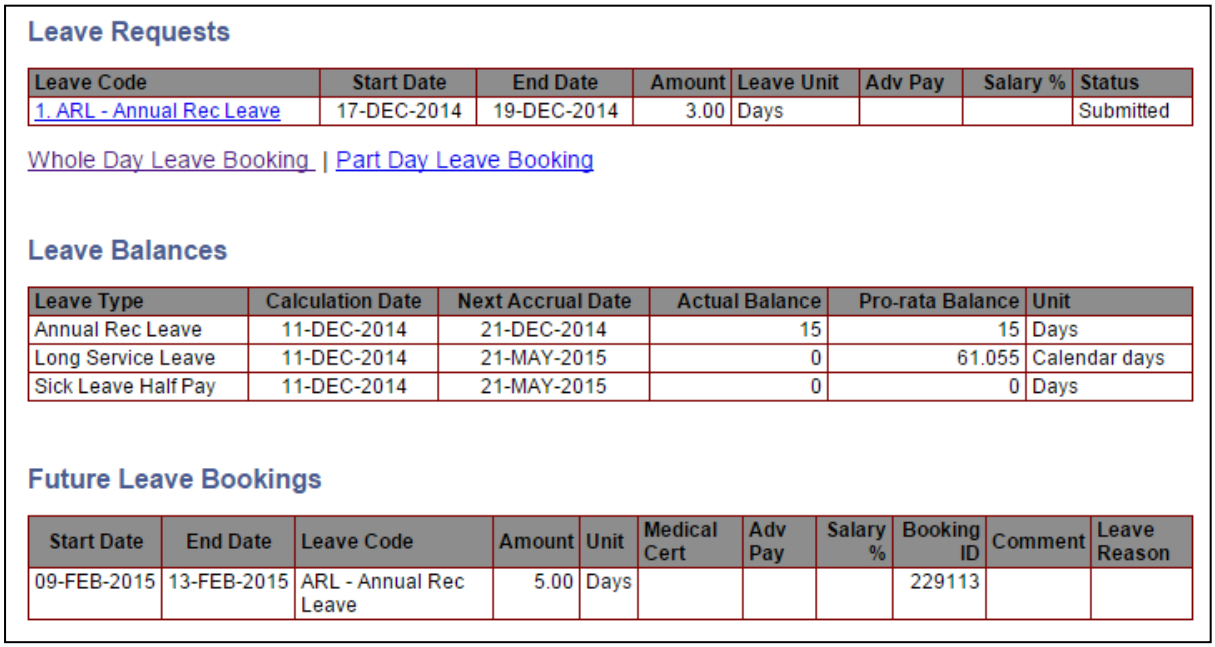
Cert. Valid To Using the **date icon calendar** select the date the certificate is valid to.

Other Doc. and Reason: Not required.

Comment: Enter comments as appropriate by typing in the comment box. This field is mandatory.

- Once the applicable fields have been entered, click on the **Insert** button and a ***Success!*** **Row inserted** message will be displayed at the top of the screen.

- When leave is submitted it is displayed under Leave Request with a status of submitted.
- If it is approved and is a booking for the future it will be displayed under Future Leave Bookings.



Leave Requests

Leave Code	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %	Status
1. ARL - Annual Rec Leave	17-DEC-2014	19-DEC-2014	3.00	Days			Submitted

Whole Day Leave Booking | Part Day Leave Booking

Leave Balances

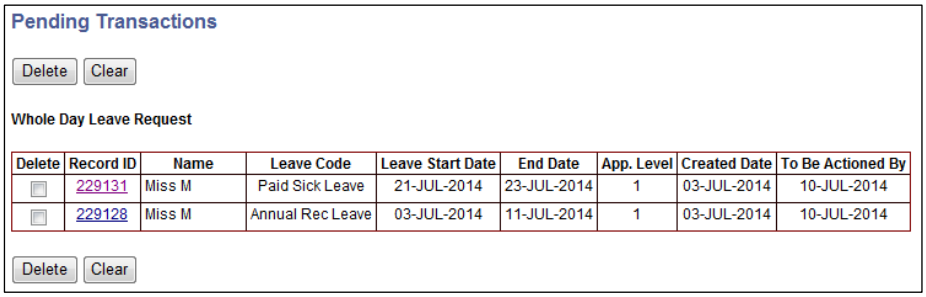
Leave Type	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Unit
Annual Rec Leave	11-DEC-2014	21-DEC-2014	15	15	Days
Long Service Leave	11-DEC-2014	21-MAY-2015	0	61.055	Calendar days
Sick Leave Half Pay	11-DEC-2014	21-MAY-2015	0	0	Days

Future Leave Bookings

Start Date	End Date	Leave Code	Amount	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Comment	Leave Reason
09-FEB-2015	13-FEB-2015	ARL - Annual Rec Leave	5.00	Days				229113		

Tips & Tricks

- **Pending Transactions**
  - **Pending Transactions** can be found in the **My HR** menu.
  - All transactions that are **not approved yet or rejected** will appear in your pending transaction queue.



Pending Transactions

Delete Clear

Whole Day Leave Request

Delete	Record ID	Name	Leave Code	Leave Start Date	End Date	App. Level	Created Date	To Be Actioned By
☐	229131	Miss M	Paid Sick Leave	21-JUL-2014	23-JUL-2014	1	03-JUL-2014	10-JUL-2014
☐	229128	Miss M	Annual Rec Leave	03-JUL-2014	11-JUL-2014	1	03-JUL-2014	10-JUL-2014

Delete Clear

  - Leave transactions that have been rejected need to be deleted before resubmitting the leave. **Failure to do this will cause an overlapping booking error.**
- If leave cannot be booked via StaffOnline the most common reasons are:
  - **Leave Not Available:** You are unable to book leave that you aren't entitled to. Please reassess your leave and amend the dates.
  - **Data Entry Error:** Try again and if problem persists, call x7227 for assistance.